EXEC / ADMIN ASSISTANT / CHECK-IN POC "CHECK LIST"
CNIC HQ VIP EXECUTIVE CHECK-IN

*Name:*_____ *N-Code:*_____ *EA:*_____

- **VIP check-in covers activities required to perform CNIC work on NMCI computers.**
- **Requirements are listed in the order most likely to ensure that IT connectivity and workspace/ equipment set-up will be accomplished before incoming person arrives onsite.**
- **All check-in activities should be complete within 8 to 16 hours of incoming's arrival on site.**
- **VIP check-in is designed to ensure EA's or Sponsor can provide Executives assistance during the check-in phase**

	REQUIREMENT	EXEC / ADMIN ASSISTANT / CHECK-IN POC RESPONSIBILITY	DATE/INTIAL
1	**IA Training**	Forward incoming's completed certificate to N64 Information Assurance (IA)	
2	**Cyber Awareness Challenge 2018**	Cyber Awareness Challenge must be completed prior to submission of SAAR-N Form for computer access https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm	
3	**HQ Security Office**	HQ Security Office signs Part III of SAAR form, witnesses signatures, gives briefing	
4	**Name Tag**	Submit name tag request.	
5	**URINALYSIS**	**Check in with CNIC HQ UPC & provide required information to schedule urinalysis, in compliance with OPNAV drug-testing requirements for military and civilian – MUST BE COMPLETED WITHIN 72 HOURS**	
6	**Workspace/Computer/ Phone Set-Up**	Ensure incoming's workspace is set up, & that security & other requirements have been completed before submitting MAC request to N6 IT Support	
7	• IF incoming has **Gov't Travel Card** or will need to **Approve travel in DTS**	Ensure Statement of Understanding from incoming personnel is completed and signed, obtain incoming's Supervisor's signature, & forward to HQ Gov't Travel Card Rep in Norfolk Ensure name of approving official has the proper hierarchy applied. Contact Mr. Kevin Bein, Norfolk VA, (757) 443-4809.	
8	• IF incoming **does not have valid CNIC-issued CAC**	Contact HQ Security Office for assistance & guidance	
8a	• IF incoming has valid **civilian CAC from another Navy** component	Contact HQ Security Office for assistance & guidance	
8b	• IF has valid **civilian CAC from another DOD org.**	Contact HQ Security Office for assistance & guidance	
8c	• IF incoming must apply for **new Navy civilian CAC**	Contact HQ Security Office for assistance & guidance	
8d	• IF incoming's civilian **CAC application is pending**	Contact HQ Security Office for assistance & guidance	
8e	• IF incoming wishes to **obtain CAC on site**	Escort incoming to Pass-ID office ensure incoming have a form of ID	
9	• IF incoming's position will require **Top Secret**	Security Office witnesses incoming's signing of P*ersonal Attestation* form	
10	• IF incoming will work in Bldg 111 **SIPR Café**	HQ Security Office receives & processes required forms from incoming	
11	• IF incoming requires **Pentagon access**	HQ Security Office witnesses signature on Pentagon badge form	
12	• IF incoming will be	**First:** Print out & complete *MyWorkplace User Account Request* & submit to N13	

*Name:*_____ *N-Code:*_____ *EA:*_____

	supervising Department of Navy Civilians	**Second:** Provide the names of civilian personnel you will supervise (forward via e-mail or provide list of names when you submit *MyWorkplace* form) **N13 Business Operations & Performance Management POC:** Bldg 111, 2nd Fl, Cub 203-13 (202) 433-4839	
13	**TWMS Record & TWMS System** *as a* **Supervisor**	Have incoming person provide information to create TWMS record for incoming/TWMS Check-In/Check-Out module. Once they are in TWMS, make sure the their hierarchy is correct	
14	• *IF incoming is filling a* **TDP,** *Testing-Designated Position*	No pre-arrival Check-In Action Office activity required	
15	• *IF incoming will be* **Certifying time & attendance** *for civilian personnel*	Supervisors &/or other SLDCADA certifying officers must establish a record of their appointment by completing Sections I through III of Department of Defense Form 557 (DD Form 557) DD Form 557 can be completed & forwarded electronically on a CAC-enabled computer: • Activate JavaScript on the computer • Once you have called up the form, click "ENABLE ALL FEATURES" above first screen page of form Question-by-question instructions are included on DD Form 557 form following Section IV **First:** Complete Sections I-III of DD Form 557 **Second:** Forward completed form to SLDCADA Help Desk or CNIC SLDCADA representative **CNIC SLDCADA Help Desk:** CNIC_SLDCADA_Help@navy.mil (800) 378-5406, press 2 **N8 CNIC SLDCADA Representative:** Tammy Fuentes Bldg 111, 3rd Floor, Cub. 304-63 (202) 433-4263	
16	• *IF incoming will be* **driving** *to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling*	**First:** Read *General Vehicle Information* **Second:** Print out *DON Local Population ID Card/Base Access PASS Registration form, SECNAV 5512/1, The direct link is:* https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5512_1_11787.pdf & submit completed form to Pass-ID Office along with auto registration & proof of insurance **NSA Washington Pass-ID Office:** WNY Visitor Control Center O Street Gate, Building 126, (202) 433-3735	
17	• *IF incoming will be taking* **public transportation** *in the Washington DC metro area*	For information on TIP (Transportation Incentive Program), the federal government's public transportation subsidy, go to: http://www.fmo.navy.mil/services/tip/tip.htm Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm Commuter Rideshare Program: http://www.commuterpage.com/pages/transportation-options/ridesharing/	
18	• *IF incoming will need access to* **Tasker TV5** *system*	Send email request to Tianni Craig, TV5 Technical POC, at tianni.craig@navy.mil .	
	VIP Check-In Complete	***EXEC / ADMIN ASSISTANT/ CHECK-IN POC return initialed & dated check-in form to HQ Check-in/Out Coordinator, Suite 101, Cub. #260 (202) 433-6888***	